

CA-PMM**Project Name:** Court Ordered Debt Expansion**OCIO Project #:** 1730-182**Department:** Franchise Tax Board**Reporting Period:** From: 6/1/09 To: 6/30/09**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Phase II Implemented	5/11/09	6/24/09	
Phase III Implemented	8/8/09	6/30/09	
* See Attached Project Schedule			
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?	Yes		
Are there any planned tasks that won't be completed?	No		
Are there problems which affect your ability to accomplish assigned tasks?	No		
Do you plan to take time off that is not currently scheduled?	No		

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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Team Member to Project Manager

CA-PMM**Project Name:** Court Ordered Debt Expansion**OCIO Project #:** 1730-182**Department:** Franchise Tax Board**Reporting Period:** From: 6/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

The project team successfully implemented Phase II and III of the project on June 30th. Phase II included the merge/purge functionality. The purge functionality was rolled out to the super users (2 people) in May and there were no reported issues. The rollout that occurred in June was to all users.

Phase III included the ability to pay via the web. Debtors will have the ability to apply for an installment agreement, pay via EFT or by credit card. Initially the credit card functionality was not available due to the vendor unable to provide a merchant number for FTB. This issue is to be resolved by July 6th, however the web pages were pushed to production.

The rest of the project time will include any remaining knowledge transfer and clean up of the documentation. State staff will be relocated to the Sacramento Building in July with the rest of the Compliance Systems Bureau.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Phase II Implemented	5/11/09	6/24/09	Done		6/24/09
Phase III Implemented	8/8/09	6/30/09	Done		6/30/09
* See Attached Project Schedule					

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			

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Resources	x			
OneTime Cost	x			
Continuing Cost	x			

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Project Manager to Sponsor

CA-PMM**Project Name:** Court Ordered Debt Expansion**OCIO Project #:** 1730-182**Department:** Franchise Tax Board**Reporting Period:** From: 6/1/09 To: 6/30/09**Sponsor to Executive
Committee****Summary Milestones and Highlights**

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Phase II Implemented	5/11/09	6/24/09	Done		6/24/09
Phase III Implemented	6/23/09	6/30/09	Done		6/30/09
* See Attached Project Schedule					

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources	x			
One Time Cost	x			
Continuing Cost	x			

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Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0	Green
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0	Green
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0	Green
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0	Green
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0	Green
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0	Green
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0	Green
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0	Green
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	Green
	Medium	1		

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Sponsor to Executive Committee

	Weak	2	5
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
Total			0	G	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

Schedule Status -- include, at a minimum, the milestones and deliverables identified in the latest					
Milestone and Deliverable	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Percent Complete
1.0 Project Planning					
Project Plan	3/15/2006	3/15/2006	4/28/2006	4/28/2006	100%
Project Charter	7/1/2005	7/1/2005	9/1/2005	9/1/2005	100%
Communication Plan	10/4/2005	10/4/2005	12/2/2005	12/2/2005	100%
Risk Plan	11/1/2005	11/1/2005	4/3/2006	4/3/2006	100%
Change Management Plan	10/3/2005	10/3/2005	5/15/2006	5/23/2006	100%
Human Resource Plan	10/3/2005	10/3/2005	3/31/2006	05/23/06	100%
Quality Assurance Plan	5/1/2006	5/22/2006	7/31/2006	12/26/2006	100%
Configuration Management Plan	3/1/2007	3/1/2007	7/13/2007	6/1/2008	100%
Training Plan	12/1/2005	5/1/2006	3/31/2006	10/30/2006	100%
Requirements Management Plan	11/10/2006	11/10/2006	12/22/2006	12/22/2006	100%
Schedule Management Plan	3/2/2007	3/16/2007	5/2/2007	4/26/2007	100%
Conversion Plan	9/1/2006	8/10/2006	12/29/2006	12/29/2006	100%
System Development Life Cycle Plan	11/15/2006	11/15/2006	12/29/2006	12/29/2006	100%
Prepare and Release RFP for IV&V/PO	12/20/2005	12/20/2005	2/6/2006	2/2/2006	100%
Award Oversight Vendor Agreement	4/11/2006	4/11/2006	4/11/2006	4/11/2006	100%
Prepare and Release RFP for Technical Consultant	3/10/2006	3/10/2006	5/1/2006	5/1/2006	100%
Award Technical Vendor Agreement	9/18/2006	10/26/2006	9/18/2006	12/22/2006	100%
Hire 06/07 State Staff	4/3/2006	4/3/2006	8/18/2006	12/29/2006	100%
Test Plan	9/1/2006	9/1/2006	9/15/2006	4/27/2007	100%
Project Closeout Plan	1/2/2009		2/25/2009		
2.0 Project Requirements					
Phase I Business Requirements	7/1/2005	7/1/2005	5/31/2006	5/31/2006	100%
Security Logging Requirements	1/2/2007	2/1/2007	4/16/2007	5/9/2007	100%
Intelligent Case Modeling Requirements	7/5/2006	7/5/2006	8/1/2006	8/1/2006	100%
Phase II Requirements – Management Reports	1/1/2008	2/21/2007	2/2/2008	10/21/2008	100%
Phase III Requirements - Debtor Web Access	2/1/2008	2/7/2008	5/1/2008	8/15/2008	100%
3.0 Phase I Database Design					
Database Logical Design	2/1/2006	2/1/2006	3/17/2006	3/17/2006	100%

Database Physical Design	8/16/2006	8/16/2006	9/15/2006	9/15/2006	100%
Database Creation	9/15/2006	9/15/2006	9/29/2006	9/29/2006	100%
4.0 Technical Architecture Implementation					
Tech Architecture Implementation	2/1/2007	2/1/2007	9/29/2008	8/15/2008	100%
Development Environment	2/1/2007	2/1/2007	5/29/2007	7/13/2007	100%
Tech Architecture Definition	2/1/2007	2/1/2007	5/29/2007	8/27/2007	100%
Tech Architecture Design	4/16/2007	4/2/2007	5/29/2007	10/11/2007	100%
Tech Architecture Construction	5/30/2007	5/15/2007	7/13/2007	8/17/2007	100%
5.0 COD Conversion					
Conversion Start	9/11/2006	9/11/2006	9/29/2008	8/29/2008	100%
DB2 Load Tables	9/11/2006	10/2/2006	3/16/2007	6/7/2007	100%
Data Conversion Analysis	11/15/2006	11/30/2006	4/11/2007	7/10/2007	100%
Conversion Development	3/12/2007	3/13/2007	2/25/2008	8/29/2008	100%
Prod Sim Cleanup Conversion	2/25/2008	10/1/2007	3/21/2008	2/1/2008	100%
Pre-Production Trial Run	3/24/2008	5/26/2008	3/26/2008	10/11/2008	100%
Data Cleanup	9/11/2006	9/11/2006	9/2/2008	2/13/2009	100%
Final Production Run	9/25/2008	2/12/2009	9/29/2008	2/13/2009	100%
6.0 Code System Development					
Iteration I (Phase I Work Effort)	1/24/2007	1/24/2007	11/13/2007	1/18/2008	100%
Iteration I Start	1/24/2007	1/24/2007	11/13/2007	1/18/2008	100%
Use Cases	2/14/2007	2/14/2007	6/1/2007	5/16/2007	100%
Detailed Designs	5/31/2007	5/31/2007	7/30/2007	9/28/2007	100%
Code and Unit Testing	7/17/2007	8/10/2007	9/19/2007	11/15/2007	100%
System Test	3/9/2007	3/7/2007	12/6/2007	12/21/2007	100%
Integration Test	12/7/2007	12/17/2007	2/7/2008	1/18/2008	100%
Iteration II (Phase II Work Effort)	7/2/2007	2/2/2007	10/13/2008	6/24/2009	100%
Iteration II Start	7/2/2007	2/2/2007	10/13/2008	2/7/2007	100%
Use Cases	7/2/2007	6/1/2007	12/11/2007	3/17/2008	100%
Detailed Designs	7/20/2007	11/14/2007	4/24/2008	6/10/2008	100%
Code and Unit Testing	7/30/2007	12/3/2007	5/20/2008	8/8/2008	100%
System Test	7/20/2007	12/28/2007	6/9/2008	8/8/2008	100%
Integration Test	3/28/2008	2/9/2009	9/12/2008	6/15/2009	100%
Iteration III (Phase III Work Effort)	10/1/2007	6/1/2008	9/29/2008	6/15/2009	100%
Iteration III Start	10/1/2007	6/1/2008	9/29/2008	6/1/2008	100%
Use Cases	10/1/2007	8/1/2008	12/11/2007	10/1/2008	100%
Detailed Designs	10/9/2007	9/1/2008	4/24/2008	10/30/2008	100%

Code and Unit Testing	11/19/2007	10/1/2008	5/20/2008	11/25/2008	100%
System Test	10/15/2007	12/15/2008	6/9/2008	1/15/2009	100%
Integration Test	5/9/2008	2/9/2009	9/12/2008	6/15/2009	100%
7.0 Implementation					
Phase I Implementation	9/2/2008	2/17/2009	9/2/2008	2/17/2009	100%
Phase II Implementation	5/11/2009	6/24/2009	5/11/2009	6/24/2009	100%
Phase III Implementation	8/8/2009	6/23/2009	8/8/2009	6/30/2009	100%
8.0 Training					
Training Efforts Start	1/2/2008	1/24/2008	10/17/2008	10/1/2008	100%
Phase I User Training	6/4/2008	9/1/2008	9/22/2008	10/1/2008	100%
9.0 Project Completion/Closeout					
Conduct Project Retrospective	9/1/2009		1/2/2010		
Post Implementation Evaluation Report (PIER)	2/10/2010		7/30/2010		